



HOW TO DO BUSINESS WITH HAMILTON COUNTY

Hamilton County Purchasing department's mission statement is to educate and provide assistance and direction to the Administrators, Vendors, and Community through all phases of the procurement process. Our goal is to be proactively concerned about our customers' needs in a manner that adds value and builds respect for the continued growth of the current and future relationships.

Hamilton County's budget for 2007 was \$1.3 billion.

There are 48 departments within HC consisting of approximately 6400 employees. Each dept is responsible for their own budget. The Purchasing Departments role is to make sure the departments follow the proper purchasing procedures, monitor vendor's, assist in vendor selection, help craft and manage ITB's, process requisitions as well as many other things.

Each department requisitions items. Hamilton County issued 6170 purchase orders in 2007.

WHAT IS REQUIRED BY LAW

If a department is placing an order and the value is less than \$1000.00 the department can verbally place the order.

If the value of the order is over \$1000.00 the department **must** give the vendor a purchase order before the order can be placed.

If the value of a purchase is from \$2,500.00 to \$24,999.99 the department must obtain three quotes and they **must** have a purchase order in place before they place their order with the vendor.

If the value of the purchase is \$25,000.00 or more an Invitation to Bid will be issued. This is a sealed competitive bid that is issued by the County when we know specifically what we want and terms, conditions, goods, etc. are non-negotiable.

EXEMPTIONS:

There are some exemptions to competitive bidding law and those exemptions are:

Accountant

Architect

Attorney At Law

Physician

Professional Engineer

Construction Project Manager

Consultant

Surveyor

Appraiser

OTHER AVAILABLE METHODS

Utilizing the bid of other organizations that are required to bid in the same manner as Hamilton County

State Term Agreements

Purchasing from other Government organizations

OTHER ITEMS OF NOTE:

Hamilton County has begun the process of looking at Reverse Auctions as a method to procure best price. We will see this utilized more as we progress using the RFP DEPOT tool.

We are also looking into the potential to do RFP's instead of ITB's.

Invitations to Bid can be Downloaded from the Purchasing website

http://www.hamilton-co.org/purchasing/bid_page.htm or through RFP

Depot at www.rfpdepot.com. Advertisements for bids can be found on-line at www.courtindex.com.

Hamilton County's website has a link to Purchasing where you will find, among other things; a complete list of all county personnel with buying responsibilities, as well as a website link to the buying habits of Hamilton County.

RFP Depot is a tool that allows Hamilton County to electronically post and distribute bids and request for quote information. This system is available 24-hours per day seven days per week from any computer that has Internet access.

The phone number to contact them is 800-990-9339 or 801-765-9245 or rfpdepot.com

What does this mean to you?

- Instant access to information when you want it
- Greater access to the individuals who are buying, when they want to buy
- Availability to look up historical bid information
- You can see who your competitors are
- You do not need to spend \$10.00 - \$15.00 to park your car and make cold sales calls that do not deliver results
- Opportunity to partner with larger companies when your firm can provide a piece of a project.

What is the cost of the service?

There is a cost of \$30.

BID AWARD The award of bids is not solely based on lowest price. Consideration is given to the product that is most suitable for the task or project as well as the cost. It is our obligation to procure the best products at the best price to effectively serve the residents of Hamilton County.

If you have any questions about the purchasing process, or would like additional information please e-mail, hamcopurchasingquotes@hamilton-co.org.

